Controller's Office – Desk Procedure
Contract Accounting
Invoice Reprint

Purpose

The purpose of this document is to outline the procedure for reprinting accounts receivable invoices.

Policy Reference

N/A

Procedure Participants

Department	**Role**
Divisions	Resource Analysts (RA)
Office of Sponsored Projects and Industry Partnerships (OSPIP)	Contract Officers (CO)
Budget Office	Budget Analysts (BA)
Contract Accounting (CA)	CA Team

System/Application(s) Used

- FMS Billings and Accounts Receivable (BAR) to reprint invoices.
- PeopleSoft navigation: Main Menu > Billing > LBNL Generate Invoice > Print XMLP Invoices

Inputs

- Invoice or award number (multiple invoices can be reprinted for an award).

Outputs

- Invoice in PDF form.

Communications/Notifications

Receiver of Communication	Content of Communication	Timing of Communication
ARHelp@lbl.gov	Request a copy of advance invoice.	As needed.

Note: Advance invoices currently do not have reprint function. Email ARHelp@lbl.gov for copy request.

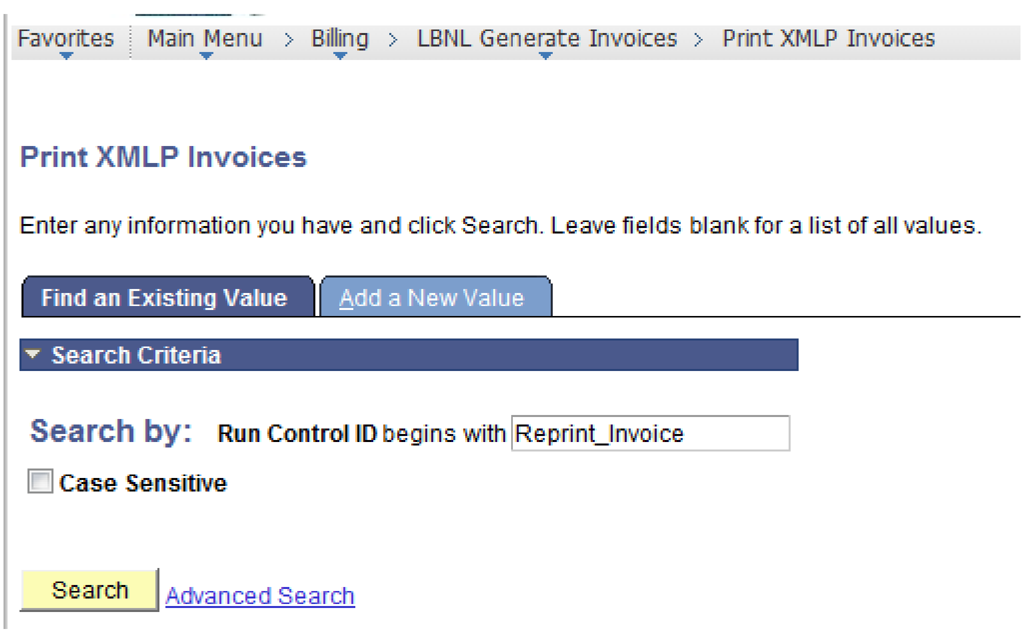
Procedure

Quick Reference (optional)

1. Navigation: Main Menu > Billing > LBNL Generate Invoice > Print XMLP Invoices
2. Select Invoice or Contract (then can select multiple invoices)
3. Collect invoice(s) from Report Manager

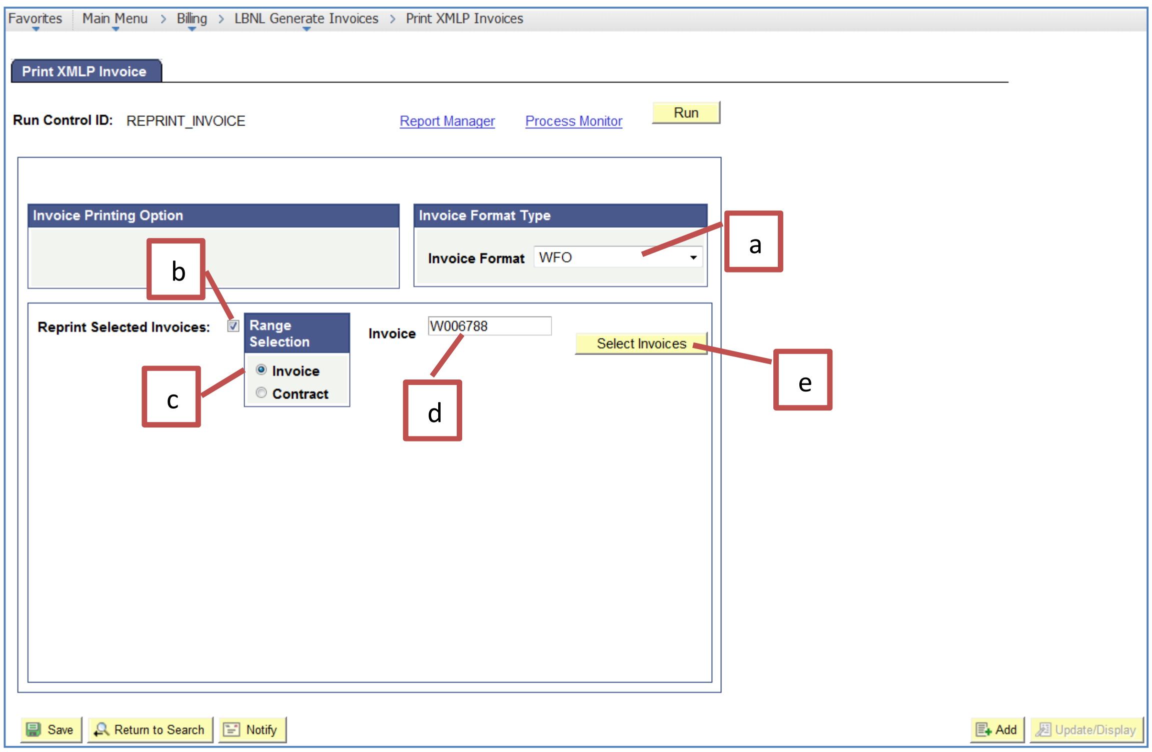
Procedure Steps

1. Navigation: Main Menu > Billing > LBNL Generate Invoice > Print XMLP Invoices

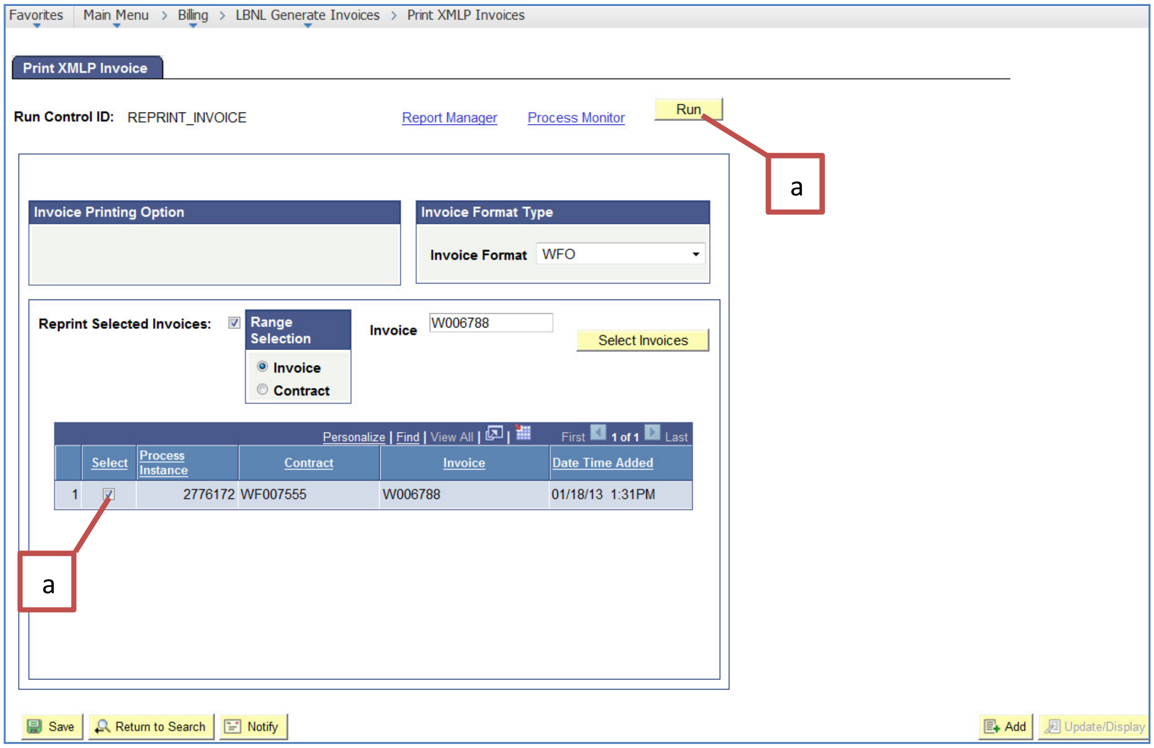


Select an existing run control or create a new one (first time only) if one was never created before (Run Controls are user specific).

2. **Select Invoice or Contract (then select multiple invoices):**
   a) Select Invoice Format
      i. **Miscellaneous Invoices** for misc. and scheduled invoices
      ii. **WFO-DOEPAC** for Integrated Contractors and DOE Offices invoices
      iii. **1080&1081 Invoices** for Federal awards
      iv. **WFO** for all others (Non-Federal awards including ILA)
   b) Check the Reprint Selected Invoices box
   c) Select Invoice or Contract in the Range Selection box
   d) Enter invoice or contract number depending on selection above
   e) Click the Select Invoices button

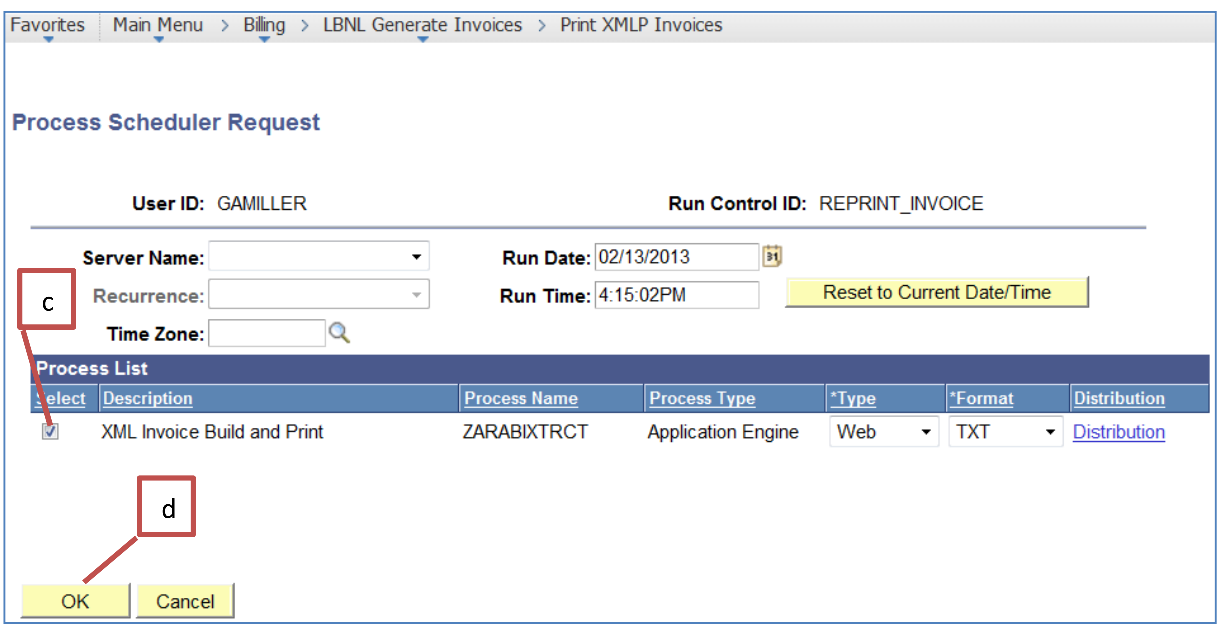


3. **Collect Invoice(s) from Report Manager:**
   a) Check the selected invoice
   b) Click RUN

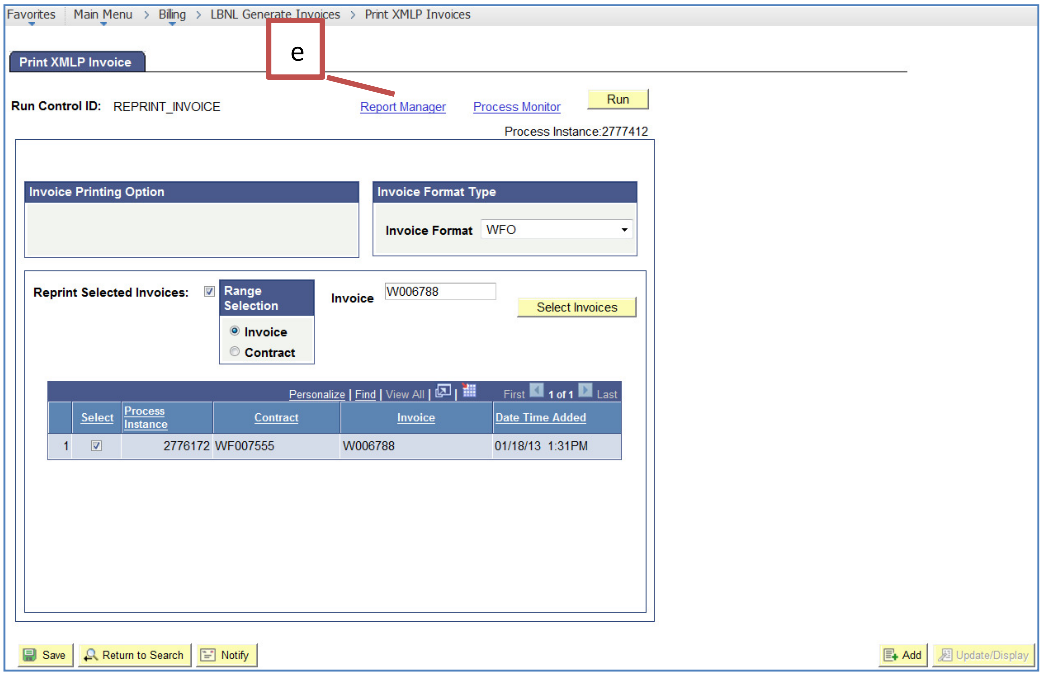


c) Select the process to run when Process Scheduler Request pops up

d) Click OK



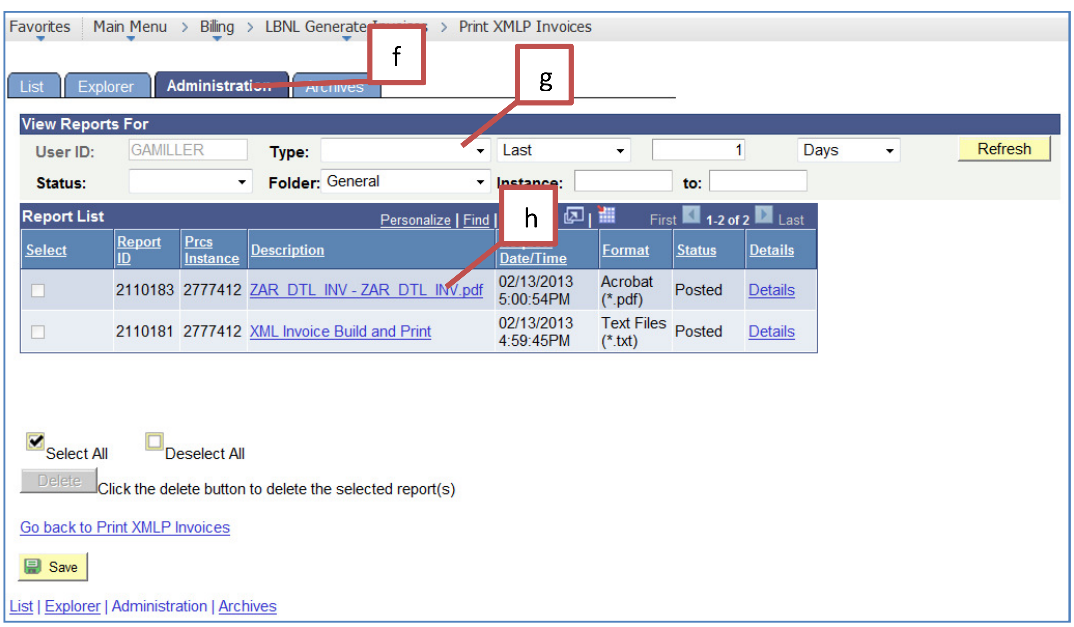
e) Click the Report Manager link



f) Go to the Administration tab

g) Make sure the Type is blank

h) Once the process is completed and posted click the pdf link



i) The invoice will open in a new window or tab.

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www.lbl.gov Federal ID 94-2951741

INVOICE

Billing inquiries: please email ARHelp@lbl.gov and include LBNL Award in subject line. Phone (510) 486-7113 Fax (510) 495-2878

Invoice No.	**W006788**
Invoice Date	12/31/2012
LBNL Award	**WF007555**
LBNL Project	G1W018
Terms	Net 30
Sponsor Code	Z1555
Sponsor Ref/PO	
	Please reference our Invoice No. on your check

INRS UNIVERSITY (CANADA)
Mme. Ginette Belleau
490 de la Couronne
Quebec QC G1K 9A9
Canada

Title: LBNL-INRS Collaboration on CO2 Storage in Brine Aquifers
Total Award Funding: $50,000.00

Description	Cumulative Amount $	Current Amount $
MATERIALS & SERVICES	138.62	0.00
PAYROLL EXPENSES	13,312.64	3,193.32
BURDENS	2,287.32	562.03
OVERHEAD	9,725.04	2,387.45

Total Advanced	24,975.00	TOTAL COST	25,463.62	6,142.80
Draw Down To Date	438.62	ADVANCE DRAWDOWN		-438.62
Advance Balance	24,536.38			
		PAY THIS AMOUNT		**5,704.18**

Supplemental References (optional)

N/A